TRANSMITTAL SLIP	DATE 13 July 83

TO: DD/OIS

ROOM NO.	BUILDING

STAT

REMARKS:

Barbara,

Attached are some discussion poincs for your meeting with the DDA on 14 July. Please let me know if you need further details on any of these items.

This is an excellent discussion paper on items to bring up in my one-on-one sessions with the DDA. I will use this in

(over)

FROM:

ROOM NO.	EXTENSION

STAT

FORM NO. 241 REPLACES FORM 36-8
1 FEB 55 WHICH MAY BE USED. (47)

the August meeting since
the July meeting was
canceled.

STAT

POINTS FOR DISCUSSION WITH THE DDA
ON 14 JULY 1983

Consolidated Registries

RMD is continuing to explore the feasibility of consolidating
registries in the new Headquarters Building. A meeting was recently held
with the Directorate RMOs to solicit their views on how this might be
accomplished and to gather information on the registry requirements of
components in their Directorate.

The Directorate RMOs in the DDA and DDS&T have tasked their components
to provide them with information on: the registry-type functions that they
currently provide; special services that they perform, e.g., the
microfilming of travel vouchers in the Office of Finance; their equipment
needs; and space requirements. This information will be discussed at a
meeting with the Directorate RMOs next Tuesday (19 July). It should
provide the preliminary basis for determining what registries perform
similar activities, have comparable equipment needs, etc.

From this discussion, we should be able to make some preliminary
estimate of what space registries will require in the new building and what
registries might be most compatible for merger. We will then meet with
_____ Building Planning Staff, to discuss our findings and to   STAT
receive from him information about planning for space allocation, etc.,
that might impact on our preliminary findings.

Training for Registry Personnel

OIS has received some mild criticism from some components about the
lack of training provided to new registry personnel. These components feel
that OIS needs to provide these individuals with training that will help
them be productive employees more quickly.

D/OIS discussed this requirement at a recent meeting with _____   STAT
who is meeting with components to discuss their training needs. RMD
personnel have also met with _____ to determine if a segment on   STAT
registry training could be included in the new orientation program for new
clerical employees. No commitments resulted from these discussions, which
are still in a preliminary stage.

Discussions have also been held with the Directorate RMOs to solicit
their views and support. The consensus of opinion is that the training is
needed and that it should consist of hands-on experience supplemented by
classroom sessions. It has been proposed that a large registry in each
Directorate be used as a training registry, where new personnel can receive
hands-on experience without being a liability to the operation. Another
possibility is to set up a registry in OIS which will be used to train new
personnel in registry techniques and on the CARS package. Classroom
sessions would address procedures for handling SCI material, registry
procedures, records management, setting up files systems, etc.

These discussions are preliminary. We still need to look at what training the DDO provides and what programs might be available elsewhere in government that we could use or emulate. Some type of training program will result from this effort--a program that will be provided to new MI careerists before they are assigned to registries. We envision this will be part of a long-term OIS effort to upgrade the skills of its personnel and to assist the efforts of registry and records management personnel as we enter an era of increased automation.